

## **Resignation Letter Format**

### **Your Contact Information**

First Last Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

### **Employer Contact Information**

Name

Title

Organization

Address

City, State, Zip Code

### **Salutation**

Dear Mr./Ms. Last Name;

### **First Paragraph**

Your letter should say that you are resigning and state when your resignation is effective.

### **Middle Paragraph**

The next (optional) section of your resignation letter should thank your employer for the opportunities you have had during your employment with the company.

### **Final Paragraph**

Conclude your resignation letter (also optional) by offering to assist with the transition.

### **Close**

Respectfully yours,

### **Signature**

Handwritten Signature

Typed Signature

*Heartfelt*

Dear (manager name),

I am writing you to officially tender my resignation from (company name) effective Friday, June 15th, 2007.

Working for (company name) has been a wonderful experience. I could not ask for a better group of colleagues. I have grown in many ways here and will always treasure the opportunities provided for me by (company name).

I will be accepting a position as (position) with (company name). While I will miss my friends here at (company name), I feel that it is time for a new challenge and experience.

If you have any questions, please feel free to ask.

Best Wishes,

(your name)

Resignation letters can be as much or as little as you would like. Keep them positive and remember that the end goal is to maintain a positive relationship with the employer.

*Due to Relocation*

Dear (manager name),

This resignation letter is to inform you that my last day at (company name) will be June 15th, two weeks from today. I will be relocating to Orlando, FL to pursue a new endeavor.

I have appreciated the opportunities and experiences that have been provided to me during my 3 years of service for (company name). If there is anything I can do to be of assistance during the transition, please let me know.

Sincerely,

(your name)